



AGENDA

BOARD OF TRUSTEES MEETING

Thursday, November 13, 2008, 6:00 p.m.

Hilton Garden Inn, Sego Lily Room

1731 S. Convention Center Drive, St. George, UT

6:00 Dinner Served

ITEM ACTION

- | | | |
|---|--|--------------|
| 1 | Call to Order | Lynn Lemon |
| 2 | Excuse Board Members Absent | Lynn Lemon |
| 3 | Approve October 16 Meeting Minutes | Lynn Lemon |
| 4 | Review/Approve UCIP Employee Manual | Brad Dee |
| 5 | Review/Approve 2009 Coverage Agreement | Ken Bischoff |
-

INFORMATION

- | | | |
|----|--|----------------|
| 6 | Nominating Committee Report | Kay Blackwell |
| 7 | Membership Meeting Assignments | Sonya White |
| 8 | 2008/2009 Goals | Johnnie Miller |
| 9 | Benefits Program Strategy | Johnnie Miller |
| 10 | Loss Control Manager's Report | Mark Brady |
| 11 | Set Date and Time for Closed Meeting
to Discuss the Pending or Reasonably Imminent Litigation | Lynn Lemon |
| 12 | Action on Litigation Matters | Kent Sundberg |
| 13 | Set Date and Time for Closed Meeting
to Discuss Character, Professional Competence, Physical/Mental Health of an Individual | Lynn Lemon |
| 14 | Action on Personnel Matters | Lynn Lemon |
| 15 | Ratification and Approval of Payments and Credit Card Transactions | Steve Wall |
| 16 | December 2008 Board of Trustees Meeting Agenda Items | Sonya White |
-

Other Business

Lynn Lemon



Utah Counties Insurance Pool
Supporting Your Goals Since 1992

BOARD OF TRUSTEES MEETING

MINUTES

November 13, 2008, 6:00 p.m.
Hilton Garden Inn, St. George, UT

BOARD MEMBERS PRESENT

Lynn Lemon, *President*, Cache County Executive
Kay Blackwell, *Vice President*, Piute County Commissioner
Steve Wall, *Secretary-Treasurer*, Sevier County Clerk-Auditor
Bruce Adams, San Juan County Commissioner
Ken Bischoff, Weber County Commissioner
Brad Dee, Weber County Human Resources Director
Jim Eardley, Washington County Commissioner
LaMar Guymon, Emery County Sheriff
Jerry Hess, Davis County Deputy Attorney
Karla Johnson, Kane County Clerk-Auditor
Wayne Smith, Iron County Commissioner
Kent Sundberg, Utah County Deputy Attorney

BOARD MEMBERS ABSENT

Steve White, Utah County Commissioner

OTHERS PRESENT

Johnnie Miller, UCIP Chief Executive Officer
Mark Brady, UCIP Loss Control Manager
Sonya White, UCIP Manager of Administration

Call to Order

Lynn Lemon called this meeting of the Utah Counties Insurance Pool Board of Trustees to order at 6:50 p.m. on November 13, 2008.

Review of Board Members Absent

Steve White requested to be excused from this meeting due to a prior commitment. Wayne Smith made a motion to excuse Steve White from this meeting. Jerry Hess seconded the motion, which passed unanimously.

Approval of October 16, 2008 Meeting Minutes

The minutes of the Board of Trustees meeting held October 16, 2008 were previously sent to the Board for review. Steve Wall requested that on page two, **Review/Approve 2009 Tentative Budgets**, second sentence be changed to read: *Any policy year gain or loss will be shown as a ~~contribution~~ an adjustment to the fund balance, this meets the budgeting requirements of the State Auditor.* Steve Wall made a motion to approve the October 16, 2008 meeting minutes as corrected. Karla Johnson seconded the motion, which passed with Bruce Adams abstaining.

Review/Approve UCIP Employee Manual

Brad Dee explained that the Personnel Committee met on November 12 to review the final amendments to the UCIP Employee Manual (see attachment number one). Significant changes to the policy include: reorganization of the manual, verification of receipt, a Schedule of Discretionary Benefits, termination pay language revised, merit wage changes moved from employee's hire date to January 1, limited use of vacation and sick time, accrual of vacation and sick time, personal days and software downloading restrictions onto UCIP computers. Johnnie Miller explained that staff is reviewing the comparisons between a Health Reimbursement Arrangement and a Flexible Spending Account and will make a recommendation to the Board at its next meeting. Jim Eardley made a motion to approve the amendments to the Employee Manual as recommended by the Personnel Committee and presented by Brad Dee. Ken Bischoff seconded the motion, which passed unanimously.

Review/Approve 2009 Coverage Agreement

Ken Bischoff reported that the Coverage Agreement Committee met today, November 13, to review the Proposed Changes to the 2009 Coverage Agreement (see attachment number two). Significant changes include: Reduced limit on miscellaneous unnamed locations, reduced limits to coincide with tort limits, "claims administrator" references deleted, termination notice of 120 days to coincide with the Bylaws and liability limits regardless of the number of members/locations/coverages. The intent of the current language regarding tort limits is unclear. Bruce Adams made a motion to approve the amendments to the 2009 Coverage Agreement with clarification of the language on page five regarding governmental immunity limits. Kent Sundberg seconded the motion, which passed unanimously.

Nominating Committee Report

Kay Blackwell reported that the Nominating Committee met today, November 13, to review the member nominations for the available 2009 Board of Trustee positions; Third Class Counties Representative (currently held by Lynn Lemon) and At-Large Representative (currently held by Bruce Adams). The following individuals (who are willing to serve) will be placed on the ballot for the December 4 election: Colleen Johnson and Lynn Lemon for the Third-Class Counties Representative and Bruce Adams, Bill Cox and Steve Farrell for the At-Large Representative.

Membership Meeting Assignments

Sonya White reviewed the agenda and presentation assignments, for the 2008 Annual Membership Meeting, with the Board (see attachment number three).

2008/2009 Goals

Johnnie Miller reviewed the 2008 and 2009 Goals with the Board (see attachment number four). Goals for 2008 include: revising UCIP's governance documents and revising budgets to be within a 20% expense ratio. Goals for 2009 include: revising policies and procedures, restructuring the Employee Benefits Program, revising underwriting methodology and revising membership structure.

Benefits Program Strategy

Johnnie Miller explained that the Public Employees Health Program (PEHP) has included a three percent rate into their premiums for brokerage services. PEHP will acknowledge UCIP as the broker for the nine UCIP counties' with their written authorization. The authorizations will generate approximately \$270,000 for UCIP to repay the Multiline Program for the Employee Benefits feasibility study, fund member health related programs, cover administration expenses and build surplus. Private brokerage firms are threatening that they, along with PEHP, will file suit against UCIP once "service fees" are accepted. The Pool's options at this point in time is: 1) collect the service fee for the nine Employee Benefits Counties; 2) formalize an employee group to go out for bid; 3) file suit against PEHP for the validity of contracts; or 4) walk away and let counties find their own broker. The Board discussed each option and decided the best option for UCIP to provide its members is to collect the service fee from PEHP.

Loss Control Manager's Report

Mark Brady reported that he is in the process of conducting the Best Practice Program audits for the Multiline and Workers' Compensation Programs. Credit amounts will be finalized in December.

Set Date and Time for Closed Meeting

Karla Johnson made a motion to strike the agenda item: Set Date and Time for Closed Meeting to Discuss Pending or Reasonably Imminent Litigation. Wayne Smith seconded the motion, which passed unanimously.

Action on Litigation Matters

Karla Johnson made a motion to strike the agenda item: Action on Litigation Matters. Wayne Smith seconded the motion, which passed unanimously.

Set Date and Time for Closed Meeting

Kay Blackwell made a motion to set the date and time for a closed meeting to discuss the character, professional competence, and/or physical/mental health of an individual for November 13, 2008 at 8:23 p.m. Steve Wall seconded the motion, which passed unanimously. Board Members present during the closed meeting were: Lynn Lemon, Kay Blackwell, Steve Wall, Bruce Adams, Ken Bischoff, Brad Dee, Jim Eardley, LaMar Guymon, Jerry Hess, Karla Johnson, Wayne Smith and Kent Sundberg. Also present was: Johnnie Miller.

The regular meeting resumed at 8:47 p.m. on November 13, 2008.

Action on Personnel Matters

Ken Bischoff made a motion to strike the agenda item: Action on Personnel Matters. Bruce Adams seconded the motion, which passed unanimously.

Ratification and Approval of Payments and Credit Card Transactions

Steve Wall reviewed the payments made, payments to be made (see attachment number five) and credit card transactions with the Board. Steve Wall made a motion to approve the payments made, payments to be made and credit card transactions. Jim Eardley seconded the motion, which passed unanimously.

December 2008 Board of Trustees Meeting Agenda Items

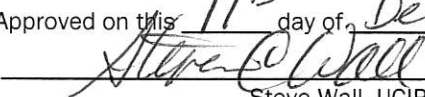
Sonya White reviewed the December 11 agenda items with the Board in preparation of their next meeting (see attachment number six).

Other Business

Steve Wall explained that during the Clerk-Auditors meetings at the Utah Association of Counties Annual Convention, Mike Jensen, Tooele County Auditor, reported that following an IRS audit the County was charged \$300,000 in fines (later reduced) for several items which included travel and personal cell phone usage that were not clearly defined in the County's personnel policy. Johnnie Miller explained he will provide information to the Board, at its next meeting, regarding a cell phone allowance plan.

The next meeting of the Board will be held on December 11, 2008, 10:00 a.m. at the Sevier County Administration Building in Richfield.

Kay Blackwell made a motion to adjourn. Ken Bischoff seconded the motion, which passed unanimously.

Approved on this 11th day of December 2008

Steve Wall, UCIP Secretary-Treasurer

STATE OF UTAH)
 :ss
COUNTY OF SALT LAKE)

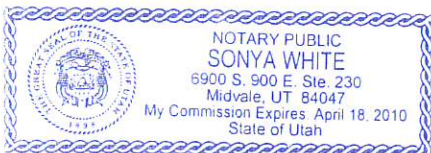
1. That the affiant has personal knowledge of the matters hereinafter referred to in this Affidavit.
2. That the Affiant, on or about the 13 day of November, 2008, presided over a meeting of the San Diego County Insurance Pool Board of Trustees, an open and public meeting within the provisions of Chapter 4, Title 52, Code Annotated, 1953, as amended.

4. That the affiant was present throughout the meeting and, pursuant to the provisions of Section 52-4-7.5, the affiant does hereby affirm that the sole purpose for closing the meeting was to discuss the character, professional competence, or physical or mental health of an individual or individuals.

DATED this 13 day of November, 2008.

08. 
LYNN LEMON, President
Utah Counties Insurance Pool

On the 13 day of November 2008, personally appeared before me Lynn Lemon, who, after being by me duly sworn, deposed and said that the information contained in the above and foregoing Affidavit is true and correct.



Residing at: _____
My Commission Expires: _____



Utah Counties Insurance Pool
Supporting Your Goals Since 1992

MEMORANDUM

To: Personnel Committee Members

From: Johnnie Miller

Date: November 7, 2008

Re: Summary of Proposed Changes to UCIP Personnel Policies

You will find many minor changes throughout the manual which correct or clarify the original intent of the policies. The following is a summary of the proposed changes to the UCIP Personnel Manual which I would characterize as significant changes to policy.

- Reorganized the Manual into five sections (General Provisions, Compensation, Discretionary Benefits, Standards of Conduct and Dispute Resolution Process).
- Added a verification of receipt of the manual for employees to sign.
- All references to specific amounts or percentages related to reimbursements, compensation and benefits were removed from the body of the manual, and placed in a Schedule of Discretionary Benefits included as an attachment to the manual.
- Revised language regarding Termination Pay to confirm that accrued vacation will be paid, but that accrued sick time may be paid at the discretion of the Board.
- Moved merit wage changes from the employee's hire anniversary date to January 1, to assist in the budget process.
- Limited use of both vacation and sick days to increments of no less than ½ day.
- Added language to stop accrual of vacation and sick time after 45 days of total disability for a work related accident.
- Added language to allow use of up to 5 sick days as "personal days" to perform various banking, financial, court appearance and other personal errands the employee is unable to perform outside of work hours. This new policy is meant to allow the use of sick days rather than vacation days for these types of personal errands, to assure the employee has adequate vacation time to utilize for rest and

relaxation. (Included in your materials is an optional Personal Leave Policy for the Committee's consideration, which provides leave time with no distinction between vacation, sick or personal use.)

- Added language restricting the downloading of software onto UCIP computers without authorization.

Please also review the Schedule of Discretionary Benefits attached to the manual. Although no significant changes have been made to the benefit levels in this draft, the Board would like the opinion of the Personnel Committee on the level of benefits provided UCIP staff. The Board has specifically called into question the current use of an HRA plan, and the level of participation in the medical benefits plan cost. Included in your meeting materials is a summary of the differences between HRA, HSA, and Flex plans for the discussion on the pre-tax savings plan.

JRM/jrm



Utah Counties Insurance Pool

UCIP EMPLOYEE MANUAL

Current Revision Adopted September 11, 2008

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Receipt of Manual

This Manual is provided to UCIP employees as a reference guide regarding UCIP's employment related policies and procedures. **These policies and procedures as well as the benefits provided by UCIP to its employees may be amended from time to time by action of the UCIP Board of Trustees. The Board of Trustees reserves the right to amend, alter, or revoke any policy, practice, benefit, or employment condition, at any time, or for any reason, with or without notice.**

No contract exists between UCIP and its employees or any third parties with respect to salary ranges, movement within salary ranges, employee benefits, work location, or any other aspects of employment. These aspects of employment with UCIP may change as a result of salary surveys, job analysis, availability of funds, job performance, changes in workload, or changes in UCIP policies and procedures. Employment with UCIP is "at will" and may be terminated at any time.

The undersigned has received this manual and has had an opportunity to review its contents, and ask questions related thereto:

Employee Signature

Date

SECTION I - GENERAL PROVISIONS

Utah Counties Insurance Pool, "UCIP" is a political subdivision of the State of Utah, governed by the UCIP Board of Directors, and operating under the laws of the State of Utah.

A. *Applicability of Policies and Procedures*

These policies and procedures apply to all UCIP employees.

B. *Authority for Policies*

The UCIP Board of Trustees establishes the policies and procedures that are outlined in this manual. The Board may alter, amend, or supplement these policies and procedures at any time.

C. *Savings Clause*

If any provision of these policies and procedures, or the application thereof, is found to be in conflict with any State or Federal law or regulation, these policies and procedures shall be considered amended to the extent necessary to comply with such law or regulation.

D. *Personal Information*

UCIP has signed the Electronic Trading Partner Agreement with the Utah Retirement Systems. As a condition of this Agreement, UCIP has adopted the following policy statement: UCIP will prevent the improper use or disclosure of personal information regarding its employees' status, contributions and/or benefits, or any other personal information arising from enrollment or participation in the Utah Retirement Systems.

E. *Non-Discrimination*

UCIP is an equal opportunity employer. UCIP complies with Federal and State non-discrimination laws with respect to employment on the basis of race, color, national origin, sex, age, disability, or religion. UCIP complies with Title VII, the Americans with Disabilities Act, the Age Discrimination in Employment Act, the Equal Pay Act and other applicable laws relating to non-discrimination in employment. Employment at UCIP is based upon the applicant or employee's qualifications, suitability for the job, job references, and ability to perform the functions of the job.

F. *Nepotism*

UCIP complies with Sections 52-3-1 to 52-3-4, of the Utah Code Ann. 1953, as amended regarding the employment of relatives.

If because of marriage, promotion, reorganization or other reason, it appears that a conflict with Utah law or this policy appears to exist, the Chief Executive Officer, and the Board of Trustees shall review the matter.

If it is determined that a conflict exists, resignation of one of the family members may be required.

G. *Employment Classifications*

UCIP employment classifications are generally designated as either full-time or part-time positions. Each job description shall state whether the position is a full, part-time, seasonal or temporary position and if it is an exempt or non-exempt position for purposes of the Fair Labor Standards Act (FLSA). Employees holding full-time positions receive the benefits and protections described in this manual.

An employee's classification determines the level of benefits for which the employee is eligible.

1. Full Time Positions. Employees, who generally work thirty-two (32) or more hours per week in a permanent position, are full-time employees.
2. Part Time Positions: Employees who work less than thirty-two (32) hours per week on a continuous or recurring basis are part time employees.

H. *FLSA*

UCIP abides by the provisions of the Fair Labor Standards Act.

I. *Payroll Procedures*

Paydays are twice a month, on the fifteenth and the last day of the month. When the payday falls on a Saturday, the payday will be the preceding Friday. When the payday falls on a Sunday, the payday will be the following Monday.

J. *Reimbursement of UCIP Business Expenses*

UCIP will pay or reimburse employees for expenses associated with authorized UCIP business. The amounts paid or reimbursed are determined from time to time by the UCIP Board of Trustees. Payment or reimbursement for expenses under this policy must be submitted to the Manager of Administration on a form approved by UCIP and must include all receipts for items to be reimbursed.

1. Mileage. UCIP will reimburse for mileage at the approved federal rate when an employee uses a personal vehicle for authorized UCIP business which does not include commuting to and from the UCIP office.
2. Monthly Auto Allowance. The UCIP Board of Trustees has approved a monthly auto allowance to be paid to specific employees that regularly use their personal auto for travel on authorized UCIP business. Employees who receive a monthly auto allowance will only receive reimbursement for mileage when the round trip miles driven for a single business purpose exceed the number of miles identified as the Mileage Reimbursement Threshold in the Schedule of UCIP Discretionary Benefits. Reimbursement of mileage exceeding the Mileage Reimbursement Threshold will be paid at the approved federal rate.

3. Per Diem. UCIP will pay a per diem at a rate established by the Board of Trustees for employees away from home on authorized UCIP business. Per Diem is not payable to employees on business in the employee's home county or Salt Lake County. Travel requirements for per diem are a trip of at least 100 miles and/or five hours duration. Per diem is provided to cover meals and incidental expenses incurred when travelling.
4. Other Travel Expenses. UCIP will pay or reimburse employees for other expenses, such as lodging or airfare, on approved business trips.
5. Cell Phones. Employees furnished cell phones will reimburse UCIP for personal calls, texts, messaging or internet usage that put the monthly charge over the minimum and any personal charges above the minimum. When out of town and/or out of state, the employee should evaluate charges from a hotel and cell phone and choose the lesser cost.
6. UCIP Business Credit Cards. The UCIP Board of Directors has approved the use of UCIP Business Credit Cards by certain employees who regularly incur business expenses as part of their duties. UCIP Business Credit Cards are for use of authorized business travel expenses and other authorized business expenses. Employees using UCIP Business Credit Cards must submit documentation of the charges in the form of written receipts to the Manager of Administration. Each receipt should include documentation of the business purpose of the expense. All UCIP Business Credit Card transactions will be reviewed and approved by the UCIP Board of Trustees. An employee will reimburse UCIP for any expenses not approved by the UCIP Board of Trustees as legitimate business expenses. Such expenses that are not reimbursed to UCIP within 30 days of notice to the employee of the Board's action may be deducted from the employees pay at the discretion of the Chief Executive Officer.

K. Outside Employment

No Pool employees may engage in any outside employment or activity that, in the opinion of the Chief Executive Officer, might impair the performance of their duties or is detrimental to UCIP member service.

L. Work Hours

All full-time employees are expected to work their assigned schedule.

1. Hours are from 8:30 a.m. until 5:00 p.m. After Memorial Day and prior to Labor Day of each year, the Chief Executive officer may implement at their discretion a "summer flex hours" program. Flex hour programs shall not exceed a program of employees working 10 hours a day for 4 days a week, and in no case shall a flex hour program create the need for payment of

overtime to any employee. The Chief Executive Officer may make changes to the flex hour program at any time at their sole discretion.

2. Each employee is allowed a thirty minute lunch period. The employee's actual amount of lunch time will be determined by the Chief Executive Officer. Employees are expected to coordinate with other employees and their supervisors to assure the office is appropriately staffed for receiving guests and phone calls throughout the work day. Employees are normally expected to be present during all other work hours unless special arrangements are made with the Chief Executive Officer from time to time for cause.
3. Generally, employees are not allowed to skip their lunch break to leave work early.

M. Absence Without Leave

No employee may be absent from duty without permission. All employees should notify their supervisor, the Manager of Administration, or the Chief Executive Officer prior to an absence. In emergency situations where prior notification is not possible, the employee should provide notification as soon as possible.

If a pattern (two or more) of unexplained or unexcused absences develops, employees may be subject to a disciplinary action, including termination.

N. Terminating Employment

An employee's employment with UCIP may terminate in different ways:

1. Resignation- Employees may resign at any time. However, as a courtesy, UCIP requests that employees give a minimum two weeks written notice so that UCIP has time to prepare final paperwork and arrange to assure minimal disruption to member service. Any earned and or accrued vacation and sick leave will be paid at the time of resignation in accordance with policies adopted by the Board of Trustees at the time of termination.
2. De-facto Resignation- Employees who are absent from work for three (3) consecutive days and are capable of providing notice to their supervisor, but fail to do so, are considered to have voluntarily resigned.
3. Involuntary Termination- As an "at will" employer, UCIP may terminate an employee's employment at any time.

O. Termination Pay

Employees who leave UCIP service for any reason will be paid the wages due them at the next regularly scheduled payday. UCIP will pay terminating employees for earned and accrued vacation time. UCIP may also pay earned sick leave based on policy in effect at the time of termination. Payment of earned and accrued vacation and sick leave due the employee based on policies at the time of termination will also be paid at the next regularly scheduled payday.

SECTION II - COMPENSATION

All compensation provided to UCIP employees is determined or approved by the UCIP Board of Directors. The UCIP Board may alter, amend, or supplement these policies and procedures at any time to the extent allowed by law.

A. Wages

It is the intent of UCIP to provide its employees with wages competitive with other similar employers in the Salt Lake County area. Employee wages are determined by the UCIP Board of Directors and may be set based on analysis of wages for similar employers in the Salt Lake County area and in consideration of other benefits provided to employees to recognize the value of each employee's total compensation package.

B. Monthly Auto Allowance

The UCIP Board of Trustees has approved a monthly auto allowance at a rated identified in the Schedule of UCIP Discretionary Benefits to be paid to specific employees that regularly use their personal vehicle for travel on authorized UCIP business. The Monthly Auto Allowance is considered income for purposes of taxable income, and will be reported by UCIP as taxable income paid to the employee.

C. Cost of Living Adjustment

Adjustments to wages related to cost of living are recommended by the Chief Executive Officer, and approved at the sole discretion of the UCIP Board of Directors.

1. Employee salaries may be adjusted annually to protect them from inflation of the local economy. COLA will be paid only if funds are available in the budget, and at the sole discretion of the Board of Trustees.
2. The UCIP Board of Trustees may consider in part the percentage increase (if any) of the U.S. Department of Labor, Consumer Price Index for the Salt Lake County Area as reported in January of each year, when considering any COLA type salary adjustment.

D. Merit Salary Increases

Merit adjustments to wages are recommended by the Chief Executive Officer and approved at the sole discretion of the UCIP Board of Directors.

1. Merit salary increases for employees shall be considered annually on the basis of individual performance and performance of UCIP as an organization.
2. Merit salary increases shall only be granted upon recommendation of the Chief Executive Officer and approval of the Board of Trustees.
3. The effective date of any merit increase shall be the first pay period of the calendar year, unless otherwise determined by the Board of Trustees.

E. Bonuses

Individual bonuses may be recommended by the Chief Executive Officer. All bonuses must be approved by, and at the sole discretion of, the UCIP Board of Trustees.

F. Discretionary Award

Full-time employees may receive an annual award at the discretion of the Chief Executive Officer to be included with the first payroll of December. Limitations related to such award shall be determined by the UCIP Board of Trustees.

SECTION III - DISCRETIONARY BENEFITS

UCIP provides a variety of benefits to eligible employees. Among the benefits currently provided are a retirement program, a long-term disability insurance program, medical and life insurance plans, and a deferred income investment program.

UCIP may add, alter or eliminate benefits at its discretion.

A. Retirement

In order to help its employees plan and prepare for retirement, UCIP participates in the Public Employee Noncontributory Local Government Defined Benefit Retirement Program of the Utah Retirement System (URS Pension Plan), a 401k retirement savings plan administered through the Utah Retirement System (URS 401k Plan), and a 457 deferred compensation plan administered through Nationwide Retirement Solutions (Nationwide 457 Plan). UCIP contributions to retirement plans are made in addition to, and not deducted from, employee's regular pay. Employees may have additional amounts deducted from their regular pay to contribute to these plans, based on the policies of each plan.

B. Group and Medical Insurance

UCIP currently provides the following life and health benefits to full-time employees and their dependents:

1. Major medical and surgical
2. Dental Care
3. Vision Care
4. Group Term Life
5. Accidental Death and Dismemberment
6. Workers' Compensation (employees only)
7. Long term disability (employees only)

UCIP pays a percentage of the cost for insurance coverage of the employee and eligible dependents determined by the Board of Trustees and shown in the Schedule of UCIP Discretionary Benefits. The cost of optional coverage and amounts above the basic package are the responsibility of the employee.

C. Health Reimbursement Program

The UCIP Board of Trustees has adopted a health reimbursement arrangement the terms of which are included in Attachment A. Employees who terminate employment with UCIP for any reason are not compensated for any unused funds without providing receipts for qualifying expenses incurred prior to termination.

D. Holidays

UCIP provides the following paid holidays to allow employees to enjoy a break in the work routine and to commemorate special Federal and State historical events and activities.

The first day of January – New Years Day

The third Monday of January – Martin Luther King Day

The third Monday of February – Presidents' Day

The last Monday of May – Memorial Day

The 4th of July – Independence Day

The 24th of July – Pioneer Day

The first Monday of September – Labor Day

The second Monday of October – Columbus Day

The 11th of November – Veteran's Day

The fourth Thursday and Friday of November – Thanksgiving Day

The 25th of December – Christmas Day

When a paid holiday falls on a Saturday, the day off will be observed on the Friday preceding the Holiday. When a paid holiday falls on Sunday, the day off will be on the Monday following.

Should a holiday occur while an employee is on vacation, the employee will not be charged with vacation on the day of the holiday.

To be eligible for holiday pay an employee must work the regular scheduled day prior to the holiday, or the first regular scheduled day after the holiday, or be on an authorized paid leave using vacation pay, sick leave pay, or accrued compensatory time etc.

E. Vacation

UCIP provides paid vacation to employees according to the Vacation section of the Schedule of UCIP Discretionary Benefits. Vacation time is provided to allow employees a break from their work duties to rest and reinvigorate them. UCIP may require employees in fraud sensitive positions to take a minimum number of days of vacation per year. It is UCIP's intent to incent employees to use vacation time in the year it is earned. A policy to carry over vacation time is provided to allow employees to plan for extended vacations, and is not meant as a means for employees to "bank" significant vacation time. It is also UCIP's intent to incent employees to use vacation time in blocks of several days, rather than a day or two at a time.

Here are some general vacation policies:

1. Vacation time may be used in increments of no less than one half (½) day.
2. Employees may generally use their vacation anytime, however, to assure quality of member service, all vacation time must be approved in advance by the employee's supervisor. To allow adequate time for the supervisor to consider requests for vacation, employees are encouraged to request vacation time as far in advance as possible, but generally not less than one week in advance of the beginning of the vacation period. If an employee feels their supervisor's denial of vacation time is unreasonable, they may ask for a review of the request for vacation by the Chief Executive Officer.
3. Legal holidays occurring while an employee is on vacation are not deducted from an employee's accrued vacation time.
4. Vacation hours may be carried forward to succeeding years to the extent allowed by the policy of the UCIP Board of Trustees, as outlined in the Schedule of UCIP Discretionary Benefits.
5. Vacation time will not accrue while an employee is on an unpaid leave of absence, or when temporary totally disability due to a work related injury exceeds 45 days.

F. Sick Leave

UCIP provides compensated sick leave to full-time employees who cannot perform their normal duties as a result of non-work related illness, injury or physicians visits related to non-work related illness or injury. Employees are encouraged to build up sick leave so that days are available for serious illness. Employees who regularly use up sick leave will be counseled regarding the difficulties such a practice may create. Sick leave is a privilege and employees should use it responsibly. Intentional misuse of sick leave may be grounds for discipline, up to and including termination.

Eligible employees may earn sick leave at the rate identified in the Schedule of UCIP Discretionary Benefits. Employees may take sick leave for personal illness or to care for sick family members (spouse, child, or parent).

Here are some general sick leave policies:

1. Employees taking sick leave should provide notice at least one hour prior to beginning of shift in order to minimize disruption to the workplace.
2. Use of vacation time for absence from work due to an employee's own illness or injury will only be allowed when the employee has exhausted all earned and accrued sick leave. After exhausting all accrued sick and vacation time, the employee may be considered to be on an unpaid leave of absence at the discretion of the Chief Executive Officer.

3. Sick leave may be taken in increments no less than one half ($\frac{1}{2}$) day.
4. Legal holidays occurring while a full-time employee is ill will not be deducted from an employee's earned or accrued sick leave.
5. A limit of 75 days (600 hours) of earned sick leave may be accrued and carried forward to succeeding years. Earned or accrued sick leave exceeding this limit may be converted to additional vacation time at the rate of one day sick leave equals one-half ($\frac{1}{2}$) day additional vacation time and may either be added to the employee's accrued vacation or paid to the employee, at the rate of pay that the sick leave was earned, at the end of the calendar year.
6. Employees do not earn sick leave while on an unpaid absence, when a period of an employee's own illness or injury exceeds 45 days, or when temporarily totally disability due to a work related injury exceeds 45 days.
7. After three (3) consecutive days of sick leave, at UCIP's discretion, an employee may be required to provide a doctor's certificate of disability with respect to any sick leave taken. If such certificate is not provided, the employee's absence may be considered an unpaid absence.
8. Up to five (5) days of sick leave per year may be used as personal days to perform various banking, financial, court appearance and other personal errands that the employee is unable to perform outside of work hours. Use of sick days as personal days may be used in increments of not less than one half ($\frac{1}{2}$) day. The use of sick leave as personal days must be approved by the Chief Executive Officer.

G. Bereavement Leave

UCIP grants bereavement leave to employees who suffer the death of a member of the immediate family, or a close relative. It is the intent of UCIP to be considerate of an employee's special needs and to be supportive in the death of a loved one.

Accordingly, UCIP may provide the employee with paid time off from work to attend the funeral and to fulfill other responsibilities before the funeral without charge to the employee's earned or accrued sick or vacation time.

If an employee suffers the death of a close relative, and requests time off from work during the period of bereavement, the Chief Executive Officer may approve the request based on the following:

1. The necessity and appropriateness of the time off. The employee should be attending the funeral and/or have certain responsibilities to fulfill before the funeral.

2. The amount of time off:
 - a. If the deceased was a member of the employee's immediate family (spouse, child or child of a spouse, parent or parent of a spouse, sibling or sibling of a spouse, brother or sister-in-law, grandparents, and grandchild or grandchild of a spouse), the employee may have paid time off up to five (5) days at any time between the death and the day of the funeral.
 - b. For other close relatives (aunt, uncle, niece, or nephew of either the employee or spouse) the employee may have paid time off for the day of the funeral.
3. The pay for bereavement leave will be based on the employee's current rate of pay and the number of hours in the normal workday. Employees may request additional days off and use accrued vacation, personal days or leave without pay, as approved by the Chief Executive Officer.
4. In the event of the death of a member of the immediate family while an employee is on vacation, the vacation will be extended by the amount of time normally authorized as outlined above.

H. Family and Medical Leave

UCIP complies with all applicable requirements of the Family and Medical Leave Act of 1993 (FMLA).

1. An employee's use of FMLA will not result in the loss of any employment benefit that accrued prior to the start of the employee's leave. However, the employee must first use any accrued vacation, compensatory time, and sick leave during the FMLA leave period. In calculating the twelve (12) week FMLA limit, all paid leave will be included.
2. UCIP has adopted the calendar year as the basis for determining FMLA eligibility. However UCIP retains the right to change the eligibility period when it is determined to be in the best interest of UCIP to do so in terms of administration.
3. Upon returning from FMLA leave, most employees will be reinstated to the same, or equivalent, position with equivalent pay, benefits, and other employment terms as previously provided. There will be no loss of benefits that accrue prior to the start of the employee's leave.

I. Jury Duty

Every employee will be granted a leave of absence when subpoenaed or ordered to appear as a juror or witness by the Federal Government, State of Utah, or political subdivision thereof. If the employee turns over the juror or witness fee to UCIP along

with a copy of the subpoena, UCIP will pay the employee's regular compensation. Travel time to or from juror or witness duty is also considered an approved absence, but UCIP will not pay for mileage regardless of whether the subpoena requires travel during work hours.

J. Education Assistance

UCIP employees are encouraged to seek further education to perform their jobs more effectively and to enhance their professional development. UCIP may subsidize the education expenses of employees under specified circumstances. This policy is subject to availability of funds, and applies only to full-time employees.

1. Program Eligibility

The education program must provide a benefit to UCIP by directly relating to the work the employee currently performs or will be required to perform. Eligibility of the education program will be determined by, and must be approved by, the Chief Executive Officer.

2. Reimbursement

Education assistance shall not exceed \$500 in any one year. Tuition costs shall not be carried into the next budget year for reimbursement.

3. Procedures

- a. Employees are encouraged to attend classes and study during non-working hours. In the alternative, the Chief Executive Officer may flex an employee's work schedule to allow the employee to attend classes and study for exams.
- b. To receive education assistance, an employee must receive approval from the Chief Executive Officer prior to commencement of the class. Employees are encouraged to discuss education assistance well in advance of the commencement of classes, to allow the expense to be appropriately budgeted.
- c. To be reimbursed, the employee must complete the approved class with a final grade of "C" or better. If the course is only offered on a pass/fail basis, the employee must receive a passing grade.
- d. The employee must submit proof of a satisfactory grade and proof of tuition payment to the Chief Executive Officer prior to reimbursement.

4. Required Classes

If UCIP requires an employee to attend an education program or class, UCIP shall pay the full cost of the program or class.

SECTION IV - STANDARDS OF CONDUCT

UCIP expects its employees to conduct themselves diligently and honorably in their assignments on behalf of the public. Employees should:

1. Work diligently on their assigned duties during their assigned work schedules.
2. Make prudent use of Pool funds, equipment, buildings, supplies, and time.
3. Work courteously with coworkers and the public.
4. Observe work place rules of conduct and safety.
5. Meet the standards of their individual job descriptions.
6. Report and correct circumstances that prevent employees from performing their jobs effectively or completing their assigned tasks.

A. *Employee Discipline*

Employees who violate Pool policy are subject to discipline. Depending upon the circumstances, UCIP may transfer, suspend, reduce pay, demote, terminate or take whatever other action deemed appropriate by the Chief Executive Officer to discipline employees who violate Pool policy. Grounds for discipline may include, but are not limited to:

1. Inefficiency;
2. Incompetence;
3. Failure to maintain skills;
4. Inadequate performance levels;
5. Neglect of duty;
6. Misconduct;
7. Inability to work in harmony with coworkers;
8. Rudeness to the public;
9. Disobedience of a reasonable order of a supervisor;
10. Dishonesty;
11. Insubordination.

12. Misappropriation or damage to Pool funds or property;
13. Misuse of Pool funds or property;
14. Tardiness;
15. Unapproved absences;
16. Any act inimical to public service; and/or
17. Felony convictions and other violations of state and federal law.

This list is not exhaustive and is set forth as a guideline. This list should **not** be construed as preventing or limiting UCIP from taking disciplinary action, including termination, in circumstances where UCIP deems such action to be appropriate, regardless of whether UCIP has specifically identified a written rule or policy. Similarly, employees may be disciplined for violations of Pool policy found in other sections of this manual, violations of State or Federal law, or violations of relevant policies, rules or laws promulgated elsewhere.

Employees may appeal disciplinary action through UCIP's Dispute Resolution process.

B. Drug Free Workplace

UCIP is committed to providing a safe work place and ensuring the safety of the general public and asks your cooperation in this effort.

The purpose of this policy is to implement the Federal Drug Free Workplace Act of 1988 by providing for a safe and productive work environment that is free from impaired performance caused by employee use or abuse of controlled substances, medication, and/or alcohol. This policy establishes procedures for controlling drug or alcohol use or abuse in the workplace and applies to all employees. Impaired means an SMQ or impermissible quantity of a drug as shown below:

Significant Measurable Quantity (SMQ) means the impermissible quantity of a drug, including alcohol, that indicates a positive drug and/or alcohol test in violation of UCIP's written policy. The SMQ for drugs is established by the Federal Department of Health and Human Services and is subject to change. The SMQ for alcohol is based on the Federal Highway Administration (FHWA) and is subject to change.

<u>Drug</u>	<u>Screening (ng/ml)</u>	<u>Confirmation (ng/ml)</u>
Marijuana	50	15
Cocaine	300	150

Meth/Amphetamine	1000	500*
Opiates	300	300
Phencyclidine (PCP)	25	25
Barbiturates	300	300
Benzodiazepines	300	300
Propoxyphene	300	300
Methadone	300	300
Alcohol	0.04	0.04

* Amphetamine must be present in a concentration greater than 200 ng/ml to report a specimen positive for methamphetamine. If the amphetamine concentration is less than 200 ng/ml, a 1-methamphetamine analysis must be performed. When the 1-methamphetamine percentage is greater than 80%, the specimen is reported as negative.

1. Responsibility of Employees

- a. No employee shall unlawfully manufacture, dispense, possess, use, or distribute any controlled substance, medication, or alcohol.
- b. Any employee convicted under a federal or state statute regulating controlled substances shall notify his or her supervisor within five (5) days after the conviction.
- c. No employee shall consume alcohol immediately before work, during work hours while at work, during breaks, or during lunch. No employee shall be impaired by alcohol, illegal drugs, or medication during work hours. No employee shall represent UCIP in an official capacity while impaired by alcohol, illegal drugs, or medication.
- d. If an employee is using medication that may impair performance of duties, the employee shall report that fact to his or her supervisor.
 - (i) No employee using medication that may impair performance shall operate a motor vehicle on behalf of UCIP.

2. Reasonable Suspicion Testing

- a. Any employee who has reason to believe that the performance of another employee is impaired by alcohol, illegal drugs, or medication shall notify the impaired employee's supervisor. At the request of the employee's supervisor, the employee suspected of being under the influence of alcohol

and/or drugs shall submit to a chemical test of their bodily fluids. Refusal to submit to a test shall be deemed a violation of this policy subject to disciplinary action, up to and including termination.

The cost of the test shall be paid by UCIP.

3. Corrective Action

- a. The Chief Executive Officer or the supervisor of an employee, whose performance is impaired by alcohol, illegal drugs, or medication, shall take corrective action, which may include discipline.
- b. Upon taking corrective action, the Chief Executive Officer shall prepare a written report stating the reasons for the action.
- c. An employee impaired by illegal drugs or alcohol during work hours shall be relieved from duty and shall be charged earned or accrued vacation leave for the absence.
- d. An employee impaired by medication during work hours may be relieved from duty and shall be charged earned or accrued sick leave for the absence.
- e. The Chief Executive Officer may change an employee's assignment while the employee is using medication, if the employee is impaired by the medication.
- f. If the Chief Executive Officer has reason to believe that an employee may be abusing an illegal drug, medication, or alcohol, the Chief Executive Officer may refer the employee to an evaluation program for the purpose of obtaining a diagnosis.
 - (i) The cost of the evaluation and any necessary testing shall be paid by UCIP.

4. Treatment Program

- a. If an employee admits abusing an illegal drug, medication, or alcohol, or if it is determined by a medical or other recognized professional diagnosis that an employee is abusing an illegal drug, medication, or alcohol, the Chief Executive Officer may refer the employee to a treatment program based on the severity of the condition.
 - (i) The employee shall participate in the treatment program at the employee's expense.

- (ii) The Chief Executive Officer may change an employee's assignment while the employee is enrolled in a treatment program.
- b. An employee participating in a treatment program shall use accumulated leave consistent with the sick leave policy for any absence.
- c. The employee shall provide documentation of successful completion of the treatment program.
 - (i) After the employee's successful completion of the treatment, the Chief Executive Officer shall reinstate the employee to the employee's former or equivalent position.
- d. The employee shall sign a release to allow communication between the Chief Executive Officer and the treatment provider. All such communication shall be maintained in a confidential file separate from the employee's personnel file.
- e. The Chief Executive Officer may dismiss an employee who refuses to enroll in a treatment program, fails to successfully complete the program, or fails to provide documentation of completion.
- f. The Chief Executive Officer may reassign an employee returning from treatment.

C. Sexual Harassment Prohibited

UCIP does not tolerate sexual harassment. Sexual Harassment means "Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment" (Equal Employment Opportunity Commission Guidelines, Section 1064.11).

All employees are responsible for ensuring that the workplace is free from all forms of sexual harassment.

1. Sexual harassment encompasses a wide range of behaviors, including sexual attention, sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature.
2. Examples of sexual harassment may include, but are not limited to the following:

- a. Implying or threatening adverse employment actions if sexual favors are not granted.
 - b. Promising preferential treatment in return for sexual favors.
 - c. Subtle pressure for sexual activity.
 - d. Inappropriate touching of any individual i.e. petting, pinching, hugging, or repeated brushing against another employee's body.
 - e. Offensive remarks, including unwelcome comments about appearance, obscene jokes, or other inappropriate use of sexually explicit or offensive language
 - f. The display of sexually suggestive objects or pictures.
 - g. Disparaging remarks about a person's gender.
 - h. Spreading stories about a person's sexual conduct.
 - i. Questions about a person's sexual activity.
 - j. Physical aggression such as pinching or patting.
 - k. Verbal sexual abuse disguised as humor.
 - l. Obscene gestures.
 - m. Horseplay or bantering of a sexual or off-color nature.
 - n. Other actions of a sexual nature that affect the terms and conditions of a person's employment.
 - o. Conduct or comments consistently targeted at only one gender, even if the content is not sexual.
3. UCIP considers prompt reporting of harassment to be a condition of your employment. If you believe that you have experienced or witnessed sexual harassment, you must immediately report your concern to the Chief Executive Officer. If you feel uncomfortable reporting to the Chief Executive Officer, contact a member of the UCIP Board of Trustees.
 4. UCIP will not retaliate against any person who reports sexual harassment unless the report was false and was made maliciously.

5. UCIP will investigate allegations of sexual harassment and will take appropriate action against any person found to have violated this policy. Individuals who engage in sexual harassment are subject to discipline, which may include, but is not limited to reprimand, reassignment, suspension, demotion, termination, or other sanctions.

D. Harassment Based on Other Protected Categories Prohibited

UCIP believes that a workplace free from hostile, intimidating, or offensive behavior is the most productive workplace. Employees should use courtesy and professionalism when interacting with coworkers. Employees who harass others based upon their color, national origin, age, religion or disability are subject to discipline, up to and including termination. All employees should work together in a professional manner with courteous, mutual respect.

Harassment based on color, national origin, age, religion or disability encompasses a wide range of behaviors, including racially based derogatory comments, taunting, or treatment. Examples of protected category harassment may include, but are not limited to, the following:

1. Slurs or put-downs based on color, national origin, age, religion or disability.
2. Materials such as cartoons or e-mails making fun based on color, national origin, age, religion or disability.

UCIP considers prompt reporting of harassment to be a condition of your employment. If you believe that you have experienced or witnessed harassment based on color, national origin, age, religion or disability, you must immediately report your concern to the Chief Executive Officer. If you feel uncomfortable reporting to the Chief Executive Officer, contact a member of the Board of Trustees.

UCIP will investigate allegations of protected category harassment and will take appropriate action against any person found to have violated this policy. Individuals who engage in protected category harassment are subject to discipline, which may include, but is not limited to reprimand, reassignment, suspension, demotion, termination, or other sanctions.

E. Computer and E-Mail Usage

UCIP recognizes that excessive personal use of Pool-owned computers during work hours can affect productivity. **UCIP reserves the right to monitor computer usage, files stored on UCIP computers, and Internet usage.**

For purposes of this policy, "files" means all documents, programs, e-mail, and Internet locations that are created, accessed, stored, or temporarily located on a UCIP computer.

1. Personal Use. Employees may use assigned computers for limited personal purposes. This approval is similar to the occasional personal use of telephones during breaks. Excessive use of the computer for personal reasons is not allowed.

2. Inappropriate Usage. Employees are not allowed to use a computer for self-employment, or outside employment purposes. Entering or maintaining information on a Pool computer that is in violation of UCIP's policies and procedures, or that violates state or federal law, is prohibited.
3. Privacy. All files created, accessed, or stored on a UCIP computer are considered UCIP property. Employees are advised that there is no right to privacy when using a UCIP Computer.
4. Licenses. Employees shall use computer software only in accordance with the license agreement. Copying software licensed to, or developed by, UCIP for home computer use or any other purpose is prohibited. Bringing software from home computers to run on UCIP computers is also prohibited. Downloading of software onto UCIP computers is prohibited unless prior authorization has been provided by the Chief Executive Officer.
5. Equipment. Only authorized employees may purchase, move, alter, or repair computer equipment and wiring.
6. E-mail. Employees may use UCIP's e-mail functions as explained above.
7. Internet Access. Internet usage falls within the above constraints.
8. Disciplinary Action. Employees using Pool computers in an unauthorized or inappropriate manner may be disciplined. Discipline may include termination.

F. *Seat Belt Use*

Employees must use seatbelts while in vehicles performing UCIP business which includes travel eligible for reimbursement by UCIP.

G. *Cell Phone Use*

Cell phones should not be used while in vehicles performing UCIP business which includes travel eligible for reimbursement by UCIP when it is a distraction to driving. Whenever possible, the employee should use hands free phone equipment or pull over when safe to continue or return the phone call.

SECTION V - DISPUTE RESOLUTION PROCESS

A. *Dispute Resolution Philosophy*

UCIP encourages its employees to work to resolve disputes amicably and informally. When a dispute arises regarding suspension, transfer, demotion, or dismissal, full-time employees may seek redress through the dispute resolution process. When a dispute arises regarding unlawful discrimination, all employees may seek redress through the dispute resolution process. The following definitions apply to the dispute resolution process:

1. Suspension- An absence imposed as discipline, without pay, which may or may not result in further disciplinary action.
2. Transfer- An involuntary job assignment change from one department to another.
3. Demotion- A job classification change to a lower grade.
4. Dismissal- Involuntary termination from Pool employment
5. Unlawful Discrimination- A claim of discriminatory treatment based on a protected category such as race, color, national origin, sex, age, disability, or religion.

This dispute resolution process is intended to foster fair resolution of employee disputes. Therefore, procedure should not override efforts to amicably resolve differences. However, in order to expeditiously resolve disputes and minimize interference with the public's business, matters of timing should be adhered to unless good cause is shown or the parties agree to extensions.

UCIP prohibits retaliation against employees who utilize the dispute resolution process. Employees with questions regarding how the dispute resolution process works may seek counseling from the Chief Executive Officer regarding procedure; however, the Chief Executive Officer cannot comment or provide advice on the substantive issues in dispute. Employees may select a representative of their choice to represent them at any stage of the dispute resolution process.

UCIP urges employees to attempt to resolve disputes informally with the Chief Executive Officer. Before launching a formal review with the Chief Executive Officer, employees should attempt to resolve disputes by dealing directly with the individuals involved. However, UCIP recognizes that there are circumstances where employees may feel uncomfortable addressing issues directly with a supervisor. In such cases, employees may proceed directly to the next step of the dispute resolution process.

B. *Dispute Resolution Procedure*

UCIP's dispute resolution process involves two steps. Employees who are unhappy with the outcome of any step may proceed to the next step in the process. Step one of the dispute resolution process must be commenced within 30 calendar days of the event giving rise to the dispute or within 30 calendar days of the time the employee reasonably should have known of the event giving rise to the dispute.

Step One: Chief Executive Officer Review

If a dispute remains unresolved after an informal attempt to work out a solution, an employee may file a written appeal with the Chief Executive Officer stating the basis of the dispute and outlining the employee's position. The Chief Executive Officer has ten working days to respond to the employee's dispute.

Step Two: Board of Trustees Review

If the employee is unsatisfied with the outcome of the Chief Executive Officer review, or if the Chief Executive Officer fails to respond within ten working days, the employee has ten working days from the receipt of the Chief Executive Officer's response, or the date the Chief Executive Officer should have responded, to file a written appeal with the Board of Trustees. The Board may request additional information from the parties involved and, at its discretion, may hold an informal hearing attended by the parties. If the Board elects to hold a hearing, the Board will issue a written decision to the parties within fifteen working days from the hearing date. If the Board elects not to hold a hearing, the Board will issue a written decision within fifteen working days of receipt of the last additional information requested by the Board from the parties.

SCHEDULE OF UCIP DISCRETIONARY BENEFITS

Retirement Account Contributions

URS Pension Plan

UCIP contributes the maximum allowable employer contribution into the URS Pension Plan for each eligible employee.

URS 401k Plan

UCIP contributes an amount equal to 8.54% of eligible employee's payroll into the URS 401k plan.

Nationwide 457 Plan

UCIP contributes an amount equal to 4.3% of eligible employee's payroll into the Nationwide 457 Plan.

Health Insurance

For the UCIP sponsored group health insurance coverage, UCIP pays 100% of the monthly premiums for employee coverage and 100% of the monthly premiums for the employee's spouse and eligible dependents coverage. The employee is responsible for all deductibles and co-payments.

Accidental Death and Dismemberment

For the UCIP sponsored group Accidental Death and Dismemberment insurance coverage, UCIP pays 100% of the monthly premiums for \$50,000 of coverage for the employee.

Dental and Optical Insurance

For the UCIP sponsored group dental and optical insurance coverage, UCIP pays 100% of the monthly premiums for employee coverage and 100% of the monthly premiums for the employee's spouse and eligible dependents coverage. The employee is responsible for all deductibles and co-payments.

Disability Insurance

For the UCIP sponsored group disability insurance coverage, UCIP pays 100% of the monthly premiums for \$50,000 coverage for employee coverage and 100% of the monthly premium for \$10,000 coverage for the employee's spouse and eligible dependents.

Life Insurance

For the UCIP sponsored group life insurance coverage, UCIP pays 100% of the monthly premiums for \$50,000 coverage for the employee and 100% of the monthly premium for \$10,000 coverage for the employee's spouse and eligible dependents.

Auto Allowance

UCIP provides specific employees who regularly use their personal auto for UCIP business a Monthly Auto Allowance of \$750. The employee will be reimbursed for mileage only when the mileage for a UCIP approved business trip exceeds the Mileage Reimbursement Threshold of 70 Miles round trip

Vacation

Eligible employees with less than five years of service earn vacation leave at the rate of one day of vacation leave for every month worked (one day for each full month of service). Employees with more than five but less than ten years of service earn 1.25 days per month, and employees with ten years of service and over earn 1.67 days per month. Vacation leave may be advanced to employees with the approval of the Chief Executive Officer. Advanced leave requests of more than 12 days must be submitted to the UCIP Board of Trustees for approval. Advanced leave not earned prior to a termination will be deducted from the employee's final pay check.

Sick Leave

Eligible employees earn sick leave at a rate of one day of leave for every month worked (one day for each full month of service). Sick leave is earned in whole day increments only.

Discretionary Award

Discretionary awards may not exceed \$250 per employee.



Utah Counties Insurance Pool
Supporting Your Goals Since 1992

MEMORANDUM

To: Coverage Agreement Committee

From: Johnnie Miller

Date: 11/6/2008

Re: Summary of Proposed Changes to 2009 Document

The following is a summary of the proposed changes to the 2009 Coverage Agreement to assist you in your review of the draft agreement.

Limits of Coverage – Property (Page 3)

Reduced limit on Miscellaneous Unnamed Locations to \$250,000.

Limits of Coverage – Liability (Page 5)

Reduced all limits from \$2,250,000 to \$2,000,000 to coincide with tort limits.

Conditions (Page 6)

Deleted references to the Pool's "claims administrator", in recognition of in-house claims administration.

Cancellation/Non-Renewal (Page 7 & 8)

Changed required notice of termination from 90 days to 120 days to coincide with prior change to Bylaws.

Clarified that termination of coverage for non-payment of premium is effective as of the effective date of the coverage for which the premium was due, unless the Board specifies some later date.

Claims (Page 9)

Deleted references to the Pool's "claims administrator", in recognition of in-house claims administration.

Property Coverage Section, Limits of Liability (Page 25)

Clarified the limits shown are the maximum liability to the Pool regardless of the number of MEMBERS, Locations or coverages involved.

Valuation (Page 63)

Clarified member's option to insure property for Actual Cash Value or Reproduction Cost Value.

Endorsement #14 (Page 96)

Deleted Endorsement as I see no need to distinguish "Category 2 Vehicles".

In addition to these changes made to the draft agreement, I would ask each of you to review Endorsement #2, # 8, and #9 as I have questions regarding the intent of these endorsements.

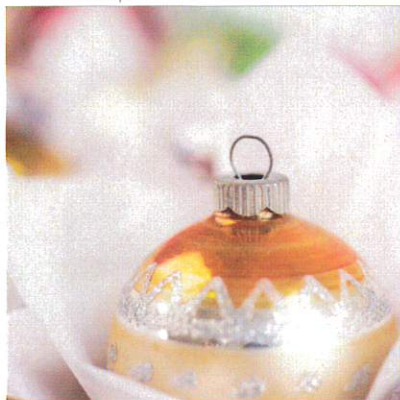
JRM/jrm

<u>Representing</u>	<u>Name</u>	<u>Class</u>	<u>County</u>	<u>Office</u>	<u>Nominations</u>	<u>Willing</u>	<u>Present Board</u>
Davis Utah Washington Weber							Gerald Hess Steve White Jim Eardley Ken Bischoff
Third <i>One Position</i>	Lynn Lemon <i>Colleen Johnson</i>	Third	Cache County	Executive		Yes	Lynn Lemon Wayne Smith
Fourth							Steve Wall
Fifth-Sixth							Kay Blackwell
At Large <i>One Position</i>	Bruce Adams	Fourth	San Juan	Commissioner		Yes	Bruce Adams Karla Johnson
	Gary Anderson	Second	Utah	Commissioner		Yes	
	Bill Cox	Sixth	Rich	Commissioner		Yes	
	Steve Farrell	Fourth <i>Fourth</i>	Wasatch	Council			L/M
	Colleen Johnson	Third	Tooele	Commissioner			L/M
	Bonnie Thomson	Fifth	Morgan	Treasurer		No	

Current Board Votes by Class

Second = 6
Third = 2
Fourth = 2
Fifth = 1
Sixth = 1

Due by November 3rd



Utah Counties Insurance Pool ANNUAL MEETING of the MEMBERS

December 4, 2008

Thanksgiving Point
3003 N. Thanksgiving Way
Lehi, UT

LUNCH : **11:30-12:30 Rose Room**

AGENDA **12:30–5:00 Amber Room**

Call to Order	Welcome	Lynn Lemon
	Member Roll Call	Bruce Adams
	Introduction of Trustees and Staff	Brad Dee
	Review of Member Powers	Jerry Hess

Action	Approval of December 2007 Minutes	Karla Johnson
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Elections	Introduction of Trustee Nominations	Kay Blackwell
	Speeches by Nominees	
	Ballot Election for 2009 Board of Trustees	

Reports	Audit Committee	Steve Wall
	Litigation Management Committee	Kent Sundberg
	US Supreme Court Case	Peter Stirba
	Loss Control Manager's	Mark Brady
	Chief Executive Officer's	Johnnie Miller
	President's	Lynn Lemon

Wrap-Up	Outstanding Achievements Awards	Ken Bischoff
	Outgoing Trustee Recognition	Wayne Smith
	Election Results	Jim Eardley

UCIP Goals 2008/2009

2008 Goals

1. Revise Governance documents
 - a. Articles of Incorporation
 - b. Interlocal Agreement
 - c. Bylaws
2. Revise By Line of Coverage Budgets within 20% Expense Ratio
 - a. UCIP Employee Benefits – Structure & %
 - b. Reimbursement Programs
 - c. Best Practices Programs
 - d. Conferences & Seminars
 - e. Staffing
 - f. Claim System

2009 Goals

1. Revise Policies & Procedures
 - a. Personnel
 - b. Board
 - c. Rating
 - d. Underwriting
2. Restructure Benefits Program
 - a. Broker RFP
 - b. Benefits Member Amendment
 - c. Self Insure / Group Purchase
 - d. Funding UCIP Expenses
3. Review/Revise Underwriting Methodology
 - a. Timing – Member Budgets & Reinsurance
 - b. Rating Units – Budget, Payroll...
 - c. Experience Mods & Experience Credits
4. Review/Revise Membership Structure
 - a. Levels of Membership (Voting & Coverage Only)
 - b. Addendums to Interlocal for each Program
 - i. Multiline
 - ii. Workers Compensation
 - iii. Employee Benefits

October 17, 2008 - November 7, 2008

October 17, 2008 - November 7, 2008

Type	Date	Num	Name	Memo	Split	Amount
WF-Expense						0.00
Paycheck	10/31/2008		Anne M. Ayrton	Direct Deposit	-SPLIT-	0.00
Paycheck	10/31/2008		Johnnie R. Miller	Direct Deposit	-SPLIT-	0.00
Paycheck	10/31/2008		Kathy H. Stone	Direct Deposit	-SPLIT-	0.00
Paycheck	10/31/2008		Korby M. Siggard	Direct Deposit	-SPLIT-	0.00
Paycheck	10/31/2008		Lisa O. Brown	Direct Deposit	-SPLIT-	0.00
Paycheck	10/31/2008		Mark W. Brady	Direct Deposit	-SPLIT-	0.00
Paycheck	10/31/2008		Shaney M. Kelleher	Direct Deposit	-SPLIT-	0.00
Paycheck	10/31/2008		Sonya J. White	Direct Deposit	-SPLIT-	0.00
Paycheck	10/31/2008		Susan E. Gonce	Direct Deposit	-SPLIT-	0.00
Liability Check	10/30/2008		QuickBooks Payroll Service	Created by Payroll Service on 10/23/2008	-SPLIT-	-16,704.86
Liability Check	10/17/2008	ONLINE	United States Treasury	EFT ACKNOWLEDGEMENT NUMBER: 2708694008873...	-SPLIT-	-6,476.70
Liability Check	10/29/2008	ONLINE	United States Treasury	EFT ACKNOWLEDGEMENT NUMBER: 2708597005917...	-SPLIT-	-6,636.82
Liability Check	10/31/2008	ONLINE	Utah State Tax Commission	Transaction Number: 111616093	-SPLIT-	-2,097.95
Liability Check	10/31/2008	ONLINE	Utah Retirement Systems	Unit No: 864 (OCT 2008)	-SPLIT-	-10,196.27
Liability Check	10/31/2008	ONLINE	Nationwide Retirement Solutions	Entity: 644013	-SPLIT-	-2,964.23
Check	10/28/2008	VISA	Wells Fargo	Account Number: 4856 2002 0646 9796	-SPLIT-	-1,362.83
Check	10/28/2008	VISA	Wells Fargo	Account Number: 4856 2002 0633 9635	-SPLIT-	-738.69
Check	10/20/2008	4813	Western AgCredit	Security Deposit	Building ML	-10,788.00
Check	10/20/2008	4814	By The Numbers Actuarial Consulting, Inc.	Invoice Number: 2008-151	Actuarial Analysis ML	-2,125.00
Check	10/20/2008	4815	Sheraton Hotels & Resorts	Government Guest Rooms (AGRIP)	-SPLIT-	-6,448.00
Check	10/20/2008	4816	Sonya J. White	Expense Reimbursement	-SPLIT-	-276.06
Check	10/20/2008	4817	Johnnie R. Miller	Expense Reimbursement	-SPLIT-	-261.00
Check	10/20/2008	4818	Lynn Lemon	Mileage Reimbursement	-SPLIT-	-71.96
Check	10/20/2008	4819	Brad Dee	Expense Reimbursement	-SPLIT-	-13.60
Check	10/20/2008	4820	Kay Blackwell	Mileage Reimbursement	-SPLIT-	-95.50
Check	10/20/2008	4821	Ken Bischoff	Expense Reimbursement	-SPLIT-	-308.60
Check	10/20/2008	4822	Gerald Hess	Mileage Reimbursement	-SPLIT-	-71.37
Check	10/20/2008	4823	LaMar Guymon	Expense Reimbursement	-SPLIT-	-419.02
Check	10/20/2008	4824	Karla Johnson	Mileage Reimbursement	-SPLIT-	-255.79
Check	10/20/2008	4825	Steven Wall	Expense Reimbursement	-SPLIT-	-371.40
Check	10/20/2008	4826	Bruce Adams	Expense Reimbursement	-SPLIT-	-215.00
Check	10/20/2008	4827	Kent Sundberg	Expense Reimbursement	-SPLIT-	-295.00
Check	10/20/2008	4828	Steve White	Expense Reimbursement	-SPLIT-	-236.00
Check	10/20/2008	4829	Marvellous Catering, LLC	10/16/08 Board Lunch	-SPLIT-	-304.25
Check	10/20/2008	4830	Christensen & Jensen	Invoice Number: 56603	1099-Nonemployee Com...	-651.48
Check	10/20/2008	4831	Strong & Hanni	Invoice No. 73915	1099-Nonemployee Com...	-630.70
Check	10/20/2008	4832	Arthur J. Gallagher & Co.	Invoice Number: 84184	Crime	-125.00
Check	10/31/2008	4833	PEHP-LTD	Coverage Period: October 2008	-SPLIT-	-277.57
Check	11/7/2008	4834	Premiere Global Services	Invoice Number: 01812618	-SPLIT-	-162.23
Check	11/7/2008	4835	Arthur J. Gallagher & Co.	Invoice Number: 84478	-SPLIT-	-25.00
Check	11/7/2008	4836	Lynn Lemon	Mileage Reimbursement	-SPLIT-	-71.96
Check	11/7/2008	4837	Steve White	Expense Reimbursement	-SPLIT-	-170.32
Check	11/7/2008	4838	Office Depot	Account Number: 35538769	-SPLIT-	-560.59
Check	11/7/2008	4839	Les Olson Company	Invoice Number: 1006571-IN	-SPLIT-	-134.41
Check	11/7/2008	4840	Positive Incentives	Invoice Number: 86332	-SPLIT-	-423.95
Check	11/7/2008	4841	Utah Safety Council	Invoice Number: 07700	-SPLIT-	-450.00
Check	11/7/2008	4842	Verizon Wireless	Invoice Number: 0700613145	-SPLIT-	-65.61
Check	11/7/2008	4843	FCP Holdings, LLC	Commercial Lease: 6900 South 900 East, Suite 230	-SPLIT-	-5,894.43
Liability Check	11/7/2008	4844	Utah Counties Insurance Pool	Employee Benefits - September	-SPLIT-	-12,202.24
Check	11/7/2008	4845	Korby M. Siggard	Expense Reimbursement	-SPLIT-	-91.22
Check	11/7/2008	4846	Revco Leasing Company, LLC	Invoice Number: 189374	-SPLIT-	-270.00
Check	11/7/2008	4847	Purchase Power	Customer ID: 19821793866	-SPLIT-	-460.00
Check	11/7/2008	4848	RCI Appraisal Company	Invoice Number: 15984	Member Property Apprais...	-27,615.00
Check	11/7/2008	4849	Mountain View Software	Invoice Number: 13664	-SPLIT-	-252.00
Check	11/7/2008	4850	Kathy H. Stone	Expense Reimbursement	-SPLIT-	-26.40
Check	11/7/2008	4851	Susan E. Gonce	Expense Reimbursement	-SPLIT-	-32.54
Check	11/7/2008	4852	Sonya J. White	Expense Reimbursement	-SPLIT-	-661.87
Check	11/7/2008	4853	Johnnie R. Miller	Expense Reimbursement	-SPLIT-	-150.00
Total WF-Expense						-121,138.42
WF-Work Comp Expense						
Check	10/31/2008	217	Utah Labor Commission	Workers' Comp Self-Insured Renewal	Fees & Licensing WC	-650.00
Check	11/7/2008	218	County Reinsurance, Limited	2008 Workers' Compensation Payroll Audit	Reinsurance WC	-15,152.00
Check	11/7/2008	219	ISO Services, Inc.	Invoice Number: ISO0027956	Information Technology ...	-37.50
Check	11/7/2008	220	ISO Services, Inc.	Invoice Number: ISO0028965	Information Technology ...	-37.50
Check	11/7/2008	221	ISO Services, Inc.	Invoice Number: ISO0029922	Information Technology ...	-30.00
Total WF-Work Comp Expense						-15,907.00
TOTAL						-137,045.42

UTAH COUNTIES INSURANCE POOL

BOARD OF TRUSTEES MEETING

Thursday, December 11, 2008, 10:00 a.m.
Sevier County Administration Building
250 North Main, Richfield, Utah

AGENDA

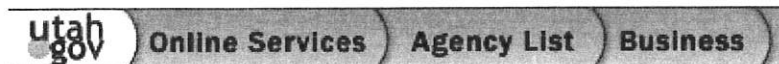
10:00	Call to Order	Lynn Lemon
	Recess for Public Hearing on 2009 UCIP Budgets	Lynn Lemon
	Reconvene	

ITEM ACTION

Review/Excuse Board Members Absent	Lynn Lemon
Approve November 13 Meeting Minutes	Lynn Lemon
Elect Officers	Lynn Lemon
Set Date, Time and Place of Regular Meetings for 2009	Sonya White
Review/Adopt Amended 2008 Budgets	Johnnie Miller
Review/Adopt 2009 Budgets	Johnnie Miller
Review/Approve Disaster Recovery Plan	Mark Brady
Review/Approve Premium Credit Plan	Mark Brady
Review/Approve 2009 Vendor Contracts	Johnnie Miller
Set Date and Time for Closed Meeting to Discuss Character, Professional Competence, Physical/Mental Health of an Individual	Lynn Lemon
Action on Personnel Matters	Lynn Lemon
Set Date and Time for Closed Meeting to Discuss Pending or Reasonably Imminent Litigation	Lynn Lemon
Action on Litigation Matters	Kent Sundberg
Ratification and Approval of Payments and Credit Card Transactions	Steve Wall

INFORMATION

Annual Membership Meeting Review	Johnnie Miller
Other Business	Lynn Lemon
Lunch Provided	



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Utah Counties Insurance Pool

Board of Trustees

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Subject: Insurance
Meeting Title: Board of Trustees
Meeting Date & Time: November 13, 2008
6:00 PM - 9:00 PM

Dinner Served
Call to Order
Excuse Board Members Absent
Approve October 16 Meeting Minutes
Review/Approve UCIP Employee Manual
Review/Approve 2009 Coverage Agreement
Nominating Committee Report
Membership Meeting Assignments
2008/2009 Goals
Benefits Program Strategy
Loss Control Manager's Report
Set Date and Time for Closed Meeting to Discuss the Pending or Reasonably Imminent Litigation
Action on Litigation Matters
Set Date and Time for Closed Meeting to Discuss Character, Professional Competence, Physical/Mental Health of an Individual
Action on Personnel Matters

Description/Agenda:

Meeting Location:

1731 S. Convention Center Drive
St. George 84770
[Map this!](#)

Ratification and Approval of Payments
and Credit Card Transactions
December 2008 Board of Trustees
Meeting Agenda
Other Business

Contact Information:

Sonya White
801-565-8500
sonya@ucip.utah.gov

Notice of Special Accommodations:

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Sonya White at the Utah Counties Insurance Pool, PO Box 760, Midvale, UT 84047, or call 800-339-4070, at least three days prior to the meeting.

Notice of Electronic or telephone participation:

Any Member of the Utah Counties Insurance Pool Board of Trustees may participate telephonically.

Other information:

Attachments: [Agenda.pdf](#)

This notice was posted on: November 08, 2008 12:55 PM

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